



Acceptable Use and ESafety Policy Statement

Vision

The Acorn Multi Academy Trust provides a diverse, balanced and relevant approach to the use of technology and children are encouraged to maximize the benefits and opportunities that technology has to offer. The school ensures that children learn in an environment where security measures are balanced appropriately with the need to learn effectively. The children are equipped with the skills and knowledge to use technology appropriately and responsibly.

All staff are able to recognize the risks associated with technology and how to deal with them, both within and outside the school environment and all users in the school community understand why there is a need for an ESafety Policy.

ESafety Leader

The ESafety Leader is the Head of School who is the point of contact within the academy for ESafety-related issues and incidents. However, certain responsibilities may need to be delegated to other staff as the Head of School feels is necessary.

The role of the ESafety Leader includes

- ◆ Having operational responsibility for ensuring the development, maintenance and review of the academy's ESafety Policy and associated documents, including Acceptable Use Policies.
- ◆ Ensuring that the policy is implemented and that compliance with the policy is actively monitored.
- ◆ Ensure all staff are aware of report procedures and requirements should an ESafety incident occur.
- ◆ Ensuring the ESafety Incident Log is appropriately maintained and regularly reviewed.
- ◆ Keeping up to date with ESafety issues and guidance through liaison with the Local Authority Schools' ICT team and through advice given by national agencies.
- ◆ Providing or arranging ESafety advice/training for staff, parents/carers and governors.

Safety and Data Management

In line with the requirements of the Data Protection Act (1998) sensitive or personal data is recorded, processed, transferred and made available for access in the academy. This data must be

- ◆ Accurate and secure
- ◆ Fairly and lawfully processed for limited purposes and in accordance with the data subject's rights
- ◆ Adequate, relevant and not excessive
- ◆ Kept no longer than is necessary
- ◆ Only transferred to others with adequate protection

All data in the academy is kept secure and staff informed of what they can or can't do with data through the ESafety Policy and statements in the Acceptable Use Policy (copies attached)

Use of Mobile Devices

The use of mobile devices offers a range of opportunities to extend children's learning. All staff are aware that some mobile devices can access unfiltered internet content. Devices are checked before use on school systems. Mobile devices are discouraged in school except in emergency and with parental permission.

Use of Digital Media

Various forms of digital media offer substantial benefits to education but equally present challenges particularly regarding posting or sharing media on the Internet through mobile technologies and social network sites. Children in the Acorn Multi Academy Trust are too young to legally hold accounts on some social network sites and therefore use of them should be discouraged.

Full names of pupils and staff will not be used on any digital media particularly in association with photographs. Staff, parents/carers and pupils are made aware of the dangers of publishing images and videos of pupils or adults on social network sites or websites without consent of the persons involved.

Communication Technology

Email

1. Within the academies all pupils and staff use the Acorn Multi Academy Trust email as hosted by gmail and maintained by the Administration Hub as the preferred school e-mail system
2. The gmail filtering service should reduce the amount of SPAM received on academy email accounts.
3. All users are aware that email is covered by The Data Protection Act (1988) and the Freedom of Information Act (2000)

4. All users are aware that all email communications may be monitored at any time in accordance with the Acceptable Use Policy
5. All users must immediately report any email that makes them feel uncomfortable, is offensive, threatening or bullying in nature

Social Networks

The use of Social Networks is not allowed within the Acorn Multi Academy Trust and staff are instructed not to give out personal contact details to pupils or parent/carers including mobile telephone numbers, details of any blogs or personal websites. Adults must not communicate with pupils using any digital technology where the content of the communication maybe considered inappropriate or misinterpreted. Pupils must not be added as 'friends' on any Social Network site.

Mobile Telephones

The use of mobile telephones is actively discouraged at the Acorn Multi Academy Trust. The only exception is during a school visit when the group leader may need to use a personal telephone in case of emergency. Staff should be aware the ESafety officer may request to see the contents of mobile phones and other digital devices used, including personal devices.

Websites and other online publications

The academy's website and Parentpay will be used to communicate ESafety messages to parents/carers.

Overall responsibility for the content of the websites lies with the Head of School.

Dealing with Incidents

An incident log should be kept of any types of incidents and should be audited on a regular basis by the ESafety Leader. (Head of School)

Any suspected illegal material or activity must be brought to the immediate attention of the Head of School who must refer this to the Executive Head who will contact external authorities e.g. Police, CEOP, Internet Watch Foundation or our IT technicians. Never personally investigate, interfere with or share evidence as you may inadvertently be committing an illegal offence. It is essential that correct procedures are followed when preserving evidence to protect those investigating the incident. Always report potential illegal content to the Internet Watch Foundation (<http://www.iwf.org.uk>) as they are licensed to investigate.

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The Acorn Multi Academy Trust
ICT Acceptable Use Policy (AUP – Staff and Governor)

ICT and the related technologies such as email, the internet and mobile devices are an integral part of our daily life in school. This agreement is designed to ensure that all staff and Governors are aware of their individual responsibilities when using technology. All staff members and Governors are expected to be aware of this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the Head of School.

- ◆ I will take responsibility for my own use of any technologies, making sure that I use them safely, responsibly and legally
- ◆ I will be an active participant in E-Safety education, taking personal responsibility for my awareness of the opportunities and risks posed by the use of technology.
- ◆ I will not use communications devices, where school provided or personally owned, for bullying or harassment of others in any form.
- ◆ I will not be involved with any online activities, either within or outside school that may bring the school, staff, pupils or wider members into disrepute. This includes derogatory/inflammatory comments made on Social Network Sites Forums and Chat rooms.
- ◆ I will not browse, download/upload or distribute any material that could be considered offensive, illegal or discriminatory.
- ◆ I will respect copyright and intellectual property rights
- ◆ I will ensure that all electronic communications with pupils and other adults are appropriate.
- ◆ I will not use the school system(s) for personal use during working hours
- ◆ I will not install any potentially damaging or inappropriate hardware or software.
- ◆ I will ensure that personal data (including data held on MIS systems) is kept secure at all times and is used appropriately in accordance with the Data Protection legislation.
- ◆ I will report any known misuses of technology including the unacceptable behaviours of others
- ◆ I have a duty to respect the technical safeguards which are in place. I understand that attempting to breach technical safeguards or gain unauthorized access to systems and services is unacceptable.
- ◆ I have a duty to report failings in technical safeguards which may become apparent when using the systems and services
- ◆ I have a duty to protect passwords and personal network logins, and should log off the network when leaving workstations unattended. I understand that any attempts to access, corrupt or destroy other users' data, or compromise the privacy of others in any way, using any technology, is unacceptable.
- ◆ I understand that network activities and online communications are monitored, including any personal and private communications made using school systems.

- ◆ I am aware that in certain circumstances where unacceptable use is suspected, enhanced monitoring and procedures may come into action, including the power to confiscate personal technologies such as mobile phones.
- ◆ I will take responsibility for reading and upholding the standards laid out in the AUP, I will support and promote the school's ESafety policy and help pupils to be safe and responsible in their use of ICT and related technologies.
- ◆ I understand that these rules are designed for the safety of all users and that if they are not followed, school sanctions will be applied and disciplinary action taken.

Member of Staff Signature

Name Date

The Acorn Multi Academy Trust

**ICT Acceptable Use Policy (AUP) –
Pupils Agreement/ESafety Rules**

1. I will only use ICT in school for school purposes
2. I will only use the internet and/or online tools when a trusted adult is present
3. I will only use my class email address when emailing
4. I will not deliberately look for, save or send anything that could be unpleasant or nasty.
5. I will not deliberately bring in inappropriate electronic materials from home
6. I will not deliberately look for, or access inappropriate websites
7. If I accidentally find anything inappropriate I will tell my teacher immediately
8. I will only communicate online with people a trusted adult has approved
9. I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
10. I will not give out my own, or others' details such as names, phone numbers or home addresses.
11. I will not tell other people my ICT passwords
12. I will never arrange to meet anyone that I have met online
13. I will only open/delete my own files.
14. I will not attempt to download or install anything on to the school network without permission.
15. I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
16. I know that my use of ICT can be checked and that my parent/carer contacted if a member of staff is concerned about my ESafety.
17. I understand failure to comply may result in disciplinary steps being taken in line with the School's Behaviour Policy.

We have discussed this Acceptable Use Policy and (Child's name) agrees to follow the ESafety rules and to support the safe use of ICT at The Acorn Multi Academy Trust.

Parent/Carers Name

Pupil's Name..... Class..... Date



Dear Parent/Carer

ICT Acceptable Use Policy

The use of ICT including the Internet, e-mail, learning platforms and today's mobile technologies are an integral element of learning in our academy. To make this as successful and as beneficial as possible for all learners, we expect and teach all pupils to act safely and responsibly when using technology both within, and outside, of the academy environment.

This is particularly relevant when using Social Network Sites which are becoming increasingly popular amongst both the adult population and young people. However, many sites such as Facebook do have age-restriction policies where the minimum acceptable age is 13 years. Any child who sets up or uses such a site and is below the acceptable age is in clear breach of these age-restriction policies and therefore we actively discourage this in our academy.

The enclosed ICT Acceptable Use Policy document forms part of the wider Academy ESafety Policy and alongside the Behaviour Policy outlines those principles we expect our pupils to uphold for the benefit of both themselves and the wider academy community.

Your support in achieving these aims is essential and I would therefore ask that you please read and discuss the enclosed document with your child and return as soon as possible.

If you have any concerns or would like to discuss any aspect of the use of ICT please contact us.

Yours faithfully

The Acorn Multi Academy Trust

ESafety Incident Log

All ESafety incidents must be recorded by the Head of School as ESafety Leader. This incident log will be monitored and reviewed regularly by the Head of School and Chair of Governors.

Date/Time of incident	Type of Incident	Name of pupil/s and Staff involved	System details	Incident details	Actions taken and by whom